

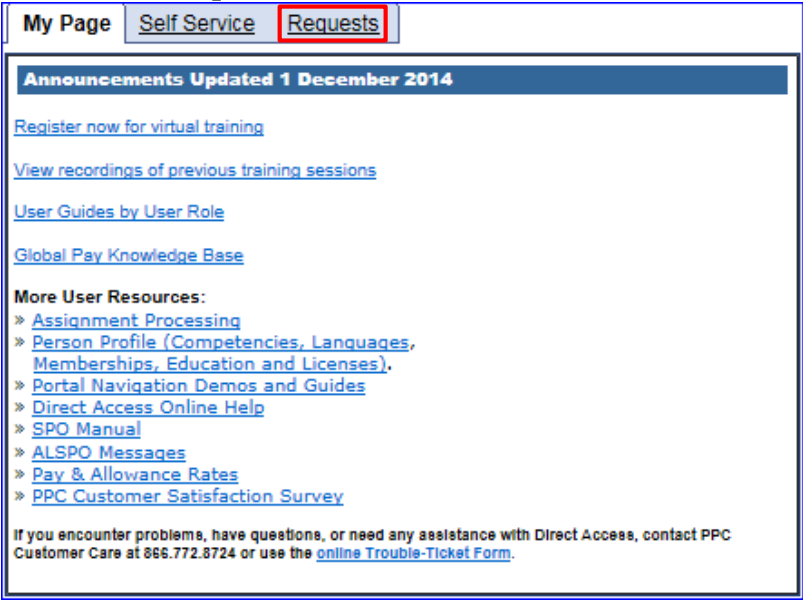
Family Separation Allowance

Introduction This guide provides the procedures on how to start Family Separation Allowance (FSA) for a member.

Continuation of FSA Continuation FSA is payable to a member who performs the same type of FSA duty within 30 days. See the [CG Pay Manual](#), Chapter 3.H.3.b. for specific examples for when a member is entitled.

Note: If the member's FSA was stopped, but then the member became eligible for Continuation FSA, use the [Pay Corrections](#) guide to remove the end date.


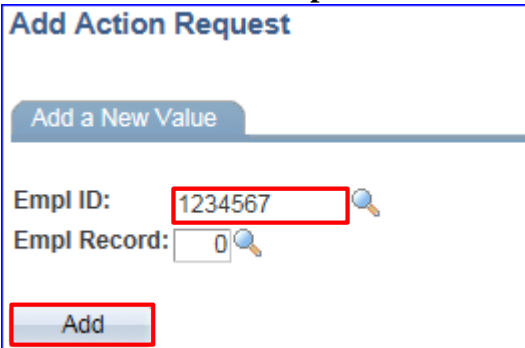
Procedure See below.

Step	Action
1	<p>Click on the Requests tab.</p> 

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Family Separation Allowance, Continued

Procedure,
continued

Step	Action
2	<p>Click on the Family Separation Allowance link.</p>  <p>The screenshot shows a web interface with a top navigation bar containing 'My Page', 'Self Service', and 'Requests'. Below this is a 'Self Service Requests' section with links for 'Submit an Absence Request', 'Submit a Delegation Request', and 'Submit a Drill Request'. To the right are links for 'View My Absence Requests' and 'View My Requests (all types)'. Below this is a 'Payroll Requests' section with a grid of links. The link 'Family Separation Allowance' is highlighted with a red box. Other links include 'View My Requests', 'Absence Request', 'Civilian Clothing Allowance', 'Suppl Clothing Allowance', 'Officer Uniform Allowance', 'Diving Duty Pay', 'Foreign Language Pay', 'Hazardous Duty Pay', 'Advance Liquidation Schedule', 'Advance Pay', 'Meal Rate', 'SDAP', 'Hostile Fire Pay', 'Cadet ICA', 'Career Sea Time Override', 'Combat Tax Exclusion', 'Hardship Duty Pay', 'Career Sea Pay Premium', 'Career Sea Pay on TDY', 'Pay Corrections', and 'Cadet COMRATS', 'Responsibility Pay on TDY'.</p>
3	<p>Enter the member's Empl ID and then click Add.</p>  <p>The screenshot shows a form titled 'Add Action Request'. It has a tab labeled 'Add a New Value'. Below the tab are two input fields: 'Empl ID:' with the value '1234567' and a magnifying glass icon, and 'Empl Record:' with the value '0' and a magnifying glass icon. At the bottom is a button labeled 'Add', which is highlighted with a red box.</p>

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Family Separation Allowance, Continued

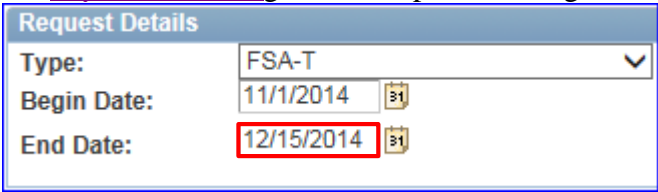


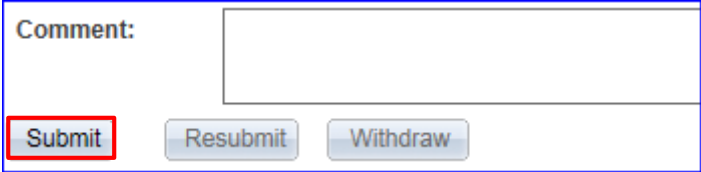
Procedure,
continued

Step	Action
4	<p>The Family Separation Allowance page will display. Read the bullets at the top before proceeding.</p> <div> <p>Action Request</p> <p><u>Submit Family Separation Allowance</u></p> <p><u>Blake Shelton</u></p> <div> <p>Requesting Family Separation Allowance</p> <p>FSA-R -- For personnel serving in a dependent restricted assignment.</p> <p>FSA-S -- For personnel permanently assigned to a ship which deployed in excess of 30 days.</p> <p>FSA-T -- For TDY assignments, including TDY to a ship which deployed in excess of 30 days.</p> <ol style="list-style-type: none"> 1. Choose a Type. 2. Choose a Begin Date. The payment will be added during the pay period in which the Begin Date occurs. 3. Choose an End Date or leave blank. If the End Date is not entered, then FSA continues until entered. 4. Press Submit. </div> <p>Request Details</p> <p>Type: <input type="text"/></p> <p>Begin Date: <input type="text"/> 31</p> <p>End Date: <input type="text"/> 31</p> <p>Request Documents</p> <p><u>Add Attachment</u></p> <p>Comment: <input type="text"/></p> <p>Submit Resubmit Withdraw</p> </div>
5	<p>Select the appropriate FSA Type from the drop-down.</p> <div> <p>Request Details</p> <p>Type: <input type="text" value="FSA-T"/></p> <p>Begin Date: <input type="text"/> 31</p> <p>End Date: <input type="text"/> 31</p> </div>
6	<p>Enter the Begin Date.</p> <div> <p>Request Details</p> <p>Type: <input type="text" value="FSA-T"/></p> <p>Begin Date: <input type="text" value="11/1/2014"/></p> <p>End Date: <input type="text"/> 31</p> </div>

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Family Separation Allowance, Continued

Procedure,
continued

Step	Action
7	<p>Enter the End Date if known. If the End Date is left blank, follow the steps in the Pay Corrections guide to stop the earning at a later date.</p> 
8	<p>The FSA worksheet can be added to this transaction by clicking on the Add Attachment link.</p>  <p>Then select the Browse button to search for the document. Then click Upload.</p> 
9	<p>Enter any comments for the Authorizing Official, then click Submit.</p> 
10	<p>Once submitted, this will appear to show the transaction is pending and has been routed to the SPO tree.</p> 